

## **City of Burien**

### **BY-LAWS OF THE ARTS COMMISSION**

These bylaws are being established pursuant to City of Burien Ordinance No. 229 adopted on May 18, 1998 by the Burien City Council.

#### **ORGANIZATION AND RULES OF PROCEDURE**

1. Committee Name
  - a. The official name is the City of Burien Arts Commission.
2. Officers
  - a. The duties of the officers of the Commission are explained in Ordinance No. 229.
  - b. Officers will be elected at the February meeting of each year.
3. Meetings
  - a. The Commission meets monthly at a predetermined time and location. Additional meetings may be held upon call of the chairperson, as necessary.
  - b. Proper notice must be given for the addition or cancellation of any meeting, in accordance with state open meeting law.
  - c. Regular commission meetings will begin at 6:30 p.m. and will adjourn no later than 8:30 p.m. To continue past the time of adjournment, a majority of the board members present must concur, however, the meeting shall not extend more than 30 minutes after the regular adjournment time.
4. Attendance
  - a. A commission member may be excused from a meeting by providing advance notice to the Commission chairperson, vice-chairperson or staff person.
  - b. In the event any commission member has unexcused absences from three or more meetings held during any calendar year, the Commission may request that the City Council appoint a replacement for that member.
5. Conduct of Meetings
  - a. The Board shall conduct its business for regularly scheduled monthly meetings in the following order: Call to Order, Minutes Approved, Old Business, New Business, Staff Reports, Adjournment.
  - b. Except as provided by these rules and regulations, Roberts Rules of Order will govern the conduct of all Commission meetings.
  - c. Public Input – The Arts Commission will receive public input at any meeting. If the Commission requests public input on a specific issue, the sequence of presentation shall be: staff summary of pertinent information, public comment, Arts Commission comments and questions, Arts Commission deliberation and recommendation.
6. Agendas, Staff Reports and Minutes
  - a. A copy of the agenda for all Arts Commission meetings must be sent to each Commission member no less than one week prior to the date of the meeting.
  - b. The recording of minutes of all Commission meetings may be delegated to a staff person by the recording secretary. All minutes will be made part of a permanent record and forwarded to the City Clerk's office.

7. Commission/Council Relations

- a. Any Commission action which requires Council approval will normally be submitted as a recommendation, in writing, to the Parks, Arts, Culture and Human Services Committee. The Parks, Arts, Culture and Human Services Committee of the Council will make its recommendations to the whole City Council. In cases where expedience is necessary, recommendations may go directly to the City Council.

8. Conflict of Interest

- a. Any commission member having a direct or indirect interest in or who would benefit from any matter must disclose this interest and, if deemed appropriate by that commission member or required by law, refrain from participating or voting on the matter at hand.

9. Amending By-Laws

- a. These by-laws may be amended by the Arts Commission at a regularly scheduled meeting. All changes must be approved by the Burien City Council.